



REQUEST FOR PROPOSALS

RFP #: CDB/ 9147/17

Selection of Consulting Services for: Project Coordinator for Implementation of the Model Safe Schools Programme in the Caribbean (Individual Consultant)

Client: The Caribbean Disaster Emergency Management Agency

Project: Implementation of the Model Safe Schools Programme

Issued on: August 15, 2017



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SECTION 1: LETTER OF INVITATION

Reference: **CDB/ 9147/17**

Location and Date: Barbados, August 15th, 2017

1. The Caribbean Disaster Emergency Management Agency (CDEMA) has received grant financing from the Caribbean Development Bank (CDB) towards the cost of Implementation of the Model Safe School Programme in the Caribbean. CDEMA intends to apply a portion of the proceeds of this grant for eligible payments under the contract for which this Request for Proposals (RFP) is issued. Payments by CDEMA will be subject, in all respects, to the terms and conditions of the Grant Agreement.
2. CDEMA invites qualified persons to submit proposals to provide the following consulting services (hereinafter called “Services”): Project Coordinator for the Implementation of the Model Safe School Programme in the Caribbean. More details are provided in the Terms of Reference (Section 5).
3. An individual consultant will be selected under *Individual Consultant Selection* procedures and in a Simplified Technical Proposal format as described in this RFP, in accordance with the policies of CDEMA.
4. This RFP includes the following documents:
 - Section 1 - Letter of Invitation
 - Section 2 – Instructions to Consultants (including data sheet)
 - Section 3 – Technical Proposal Standard Form
 - Section 4 – Terms of Reference
5. Completed Proposals should be titled:
Project Coordinator for Implementation of the Model Safe Schools Programme in the Caribbean (Individual Consultant) and must be submitted in hard copy or electronically no later than **September 8, 2017 at 11:59 p.m. Eastern Standard Time** to:

The Executive Director
Caribbean Disaster Emergency Management Agency
Resilience Way
Lower Estate
St. Michael
Barbados, West Indies

Attn: Sharon Layne-Augustine, Senior Programme Officer

Email: sharon.l-augustine@cdema.org

Copies of electronic submissions should also be forwarded to Michelle Harris, Administrative Officer

Email: michelle.harris@cdema.org

6. The technical proposal should be accompanied by a completed technical submission form (at Section 3) and should address:
 - a) The Consultant's Organization and Experience;
 - b) Comments or Suggestions on the Terms of Reference
 - c) Indication of any Counterpart Staff and Facilities to be Provided by the Client;
 - d) Description of the Approach, Methodology and Project Plan with milestones for Performing the Assignment;
 - e) Team Composition and Task Assignments (where appropriate);
 - f) Curriculum Vitae (CV) for Proposed Professional Staff (where appropriate);
 - g) Staffing Schedule; and
 - h) Work Schedule.

7. The Consultant must be available to carry out the assignment between **September 17, 2017** and **August 17, 2019**.

Participation in this tendering process is open to all natural persons who are nationals of, or legal persons who are established in:

- an ACP State.
 - an EU Member State,
 - Member States of the European Economic Area
 - Beneficiaries of the EU Instrument for pre-accession assistance (IPA II),
 - Overseas countries and territories covered by Council Decision 2013/755/EU of 25 November 2013;
 - Developing countries and territories, as included in the OECD-DAC list of ODA recipients, which are not members of the G-20 group, without prejudice to the status of the Republic of South Africa, as governed by Protocol 3 to the Cotonou Agreement;
 - Another third country, based on a European Commission decision establishing reciprocal access to external aid in agreement with ACP countries.
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8. We look forward to receiving your proposal before the deadline set in point 5 of the Letter of Invitation. Please send it to the address and with the requirements given. By submitting a proposal, you accept to receive notification of the outcome of the procedure by electronic means.

SECTION 2. INSTRUCTIONS TO CONSULTANTS

1. Introduction

- 1.1. The Caribbean Disaster Emergency Management Agency (CDEMA) intends to select a Consultant in accordance with the method of selected specified in the **Data Sheet**.
- 1.2. Consultants are invited to submit a Technical Proposal only for consulting services required for the assignment named in the **Data Sheet**. The proposal will be the basis for negotiating and ultimately signing the contract with the selected Consultant.
- 1.3. The Consultants should familiarise themselves with the regional conditions and take them into account in preparing their proposals, including attending a pre-proposal conference if one is specified in the **Data Sheet**. Attending any such pre-proposal conference is optional and is at the Consultant's expense.

2. Conflict of Interest

- 2.1. The Consultant is required to provide professional, objective and impartial advice, always holding CDEMA's interests paramount, strictly avoiding conflicts with other assignments or its own interests, and acting without any consideration for future work.
- 2.2. The Consultant has an obligation to disclose to CDEMA any situation of actual or potential conflict that impacts its capacity to serve the best interest of CDEMA. Failure to disclose such situations may lead to the disqualification of the Consultant or the termination of its contract and/or sanctions by CDEMA.

- 2.2.1 Without limitation on the generality of the foregoing, and unless stated otherwise in the Data Sheet, the Consultant shall not be hired under the circumstances set forth below:

a. Conflicting Assignments

Conflict among consulting assignments: The Consultant shall not be hired for any assignment that, by its nature, may conflict with another assignment of the Consultant for the same or for another Client.

b. Conflicting Relationships

Relationship with CDEMA's staff: a Consultant that has a close business or family relationship with a professional staff of CDEMA, or who are directly or indirectly involved in any part of (i) preparation of the Terms of Reference for the assignments, (ii) the selection process for the Contract, or (iii) the supervision of the Contract, may not be awarded a Contract, unless the conflict stemming from this relationship has been resolved in a manner acceptable to CDEMA through the selection process and the execution of the Contract.

3. Unfair Competitive Advantage

3.1 Fairness and transparency in the selection process require that the Consultant competing for a specific assignment does not derive a competitive advantage from having provided consulting services related to the assignment in question. To that end, CDEMA will make available all information that would in that respect give such Consultant any unfair competitive advantage over competing Consultants.

4. Sanctions

4.1 Individuals sanctioned by CDEMA or its donors shall be ineligible to be awarded a CDEMA financed contract, or to benefit from a CDEMA financed contract, financially or otherwise, during such period as CDEMA shall determine.

5. General Considerations

5.1 In preparing the proposal, the Consultant is expected to examine the RFP in detail. Material deficiencies in providing the information requested in the RFP may result in rejection of the proposal.

6. Cost of Preparation of Proposal

6.1 The Consultant shall bear all costs associated with the preparation and submission of its proposal, and CDEMA shall not be responsible or liable for those costs, regardless of the conduct or outcome of the selection process

7. Language

7.1 The proposal as well as all correspondence and documents relating to the proposal exchanged by the Consultant and the Client shall be written in English.

8. Documents Comprising the Proposal

8.1 The Proposal shall comprise the documents and forms listed in the **Data Sheet**.

9. Proposal Validity

9.1 The **Data Sheet** indicates the period during which the Consultant's proposal must remain valid after the proposal submission deadline. During this period, the Consultant shall maintain its original proposal without any change.

9.2 CDEMA will make its best effort to complete the negotiations within the Proposal's validity period. However, should the need arise, CDEMA may request, in writing all Consultants who submitted proposals prior to the submission deadline to extend the proposals' validity.

10. Clarification and Amendment of RFP

10.1 The Consultant may request a clarification of any part of the RFP during the period indicated in the Data Sheet before the Proposals' submission deadline. Any request for clarification must be sent in writing, or by standard electronic means to CDEMA's address indicated in the Data Sheet.

10.2 CDEMA will respond in writing, or by standard electronic means, and will send written copies of the response to all shortlisted Consultants. Should CDEMA deem it necessary to amend the RFP as a result of the clarification, it shall do so. If the amendment is substantial, CDEMA may extend the proposal submission deadline to

give the shortlisted Consultants, reasonable time to take the amendment into account in their proposals.

11. Submission of Proposals

- 11.1 The Consultant shall submit a complete and signed Proposal comprising the documents and forms in accordance with Clause 8. The submission can be done by mail or by hand. If specified in the Data Sheet, the Consultant has the option of submitting its Proposal electronically.
- 11.2 The Proposal or its modifications must be sent to the address indicated in the **Data Sheet** and received by CDEMA no later than the deadline indicated in the **Data Sheet**, or any extension of this deadline. Any proposal or its modification received by CDEMA after the deadline shall be declared late and rejected.

12. Evaluation of Technical Proposals

- 11.1 CDEMA's evaluation committee shall evaluate the Technical Proposals based on their responsiveness to the TOR and the RFP. Each responsive proposal will be given a technical score. Following the ranking of the Technical Proposals, the top-ranked Consultant will be invited to negotiate the contract.

13. Award of Contract

- 13.1 After completing the negotiations, CDEMA shall negotiate the draft Contract, if applicable; sign the Contract; publish the award information; and notify other shortlisted Consultants.
- 13.2 The Consultant is expected to commence the assignment on the date and at the location specified in the **Data Sheet**.

INSTRUCTIONS TO CONSULTANTS

Data Sheet

Reference Clause	A. GENERAL
1	Country of Applicable Law: Barbados
1.1	Name of the Client: Caribbean Disaster Emergency Management Agency Method of Selection: Individual Consultant Selection
1.2	The name of the Assignment is: Project Coordinator for Implementation of the Model Safe Schools Programme in the Caribbean (Individual Consultant) Financial proposal to be submitted together with Technical proposal: Yes _____ No <u>X</u>
1.3	A pre-proposal conference will be held: Yes _____ No <u>X</u>
3.1	No current employees of CDEMA shall work as Consultants. Recruiting former employees of CDEMA or of the National Disaster Offices of the CDEMA Participating States is acceptable provided no conflict of interest exists.
4.1	Currently no debarment list is available.
	B. PREPARATION OF PROPOSALS
7.1	The RFP has been issued in the English language. Proposals shall be submitted in the English language. All correspondence exchange shall be in the English language.
8.1	The proposal submission shall comprise the Technical Proposal Submission form and the Technical Proposal
9.1	Proposals must remain valid for: 90 calendar days after the proposal submission deadline of September 8, 2017.
10.1	Clarifications may be requested no later than: August 22, 2017. Requests for clarification should be forwarded to: Sharon.l-augustine@cdema.org and copied to: Michelle.harris@cdema.org
	C. SUBMISSION, OPENING AND EVALUATION
11.1	The Consultant shall have the option of submitting their proposals electronically.
11.2	The Proposal must be submitted no later than: Date: 8 September 2017 Time: 11:59 Eastern Standard Time
12.1	The minimum technical score to pass is: 80
13.2	The expected date for the commencement of Services: Date: 17 September 2017 At: CDEMA Headquarters, Resilience Way, Lower Estate, St. Michael, Barbados

SECTION 3. TECHNICAL PROPOSAL SUBMISSION FORM

[Location, Date]

To: Executive Director,
Caribbean Disaster Emergency Management Agency,
Resilience Way,
Lower Estate
St. Michael
Barbados

Dear Sir:

I, the undersigned, offer to provide the services **Project Coordinator for Implementation of the Model Safe Schools Programme in the Caribbean (Individual Consultant)** in accordance with your Request for Proposal dated **August 14, 2017** and our Proposal. We are hereby submitting our Technical Proposal.

I hereby declare that all the information and statements made in this Proposal are true and accept that any misinterpretation contained therein can lead to our disqualification.

My Proposal is binding upon me and subject to the modifications resulting from Contract negotiations.

I undertake, if my Proposal is accepted, to initiate the consulting services related to the assignment not later than **September 17, 2017** the intended date of commencement of the consultancy.

I understand you are not bound to accept any Proposal you receive.

We remain,

Yours sincerely,

Authorized Signature [*In full and initials*]: _____

Name and Title of Signatory: _____

Name of Firm: _____

Address: _____

Contact information (phone and email): _____

SECTION 4: TERMS OF REFERENCE

ADAPTATION AND IMPLEMENTATION OF THE MODEL SAFE SCHOOL PROGRAMME FOR THE CARIBBEAN

DRAFT TERMS OF REFERENCE PROJECT COORDINATOR

1 BACKGROUND

1.01 The Caribbean is one of the most disaster-prone regions in the world due to its high vulnerability to multiple natural hazards such as hurricanes, floods, earthquakes, tsunamis, landslides and volcanic eruptions. This vulnerability is exacerbated by underlying socio-economic factors such as high levels of poverty and inequality, unplanned urban settlements and weakened infrastructure. The most recent projections in climate research anticipate a significant increase in the frequency and intensity of climate related natural hazard risks, such as hurricanes and extreme weather events.

1.02 The education sector in the Borrowing Member Countries (BMCs) of the Caribbean Development Bank is one of the most vulnerable sectors to the impacts of natural hazards. Several factors contribute to the vulnerability of the physical infrastructure including location of the school plant in vulnerable locations such as flood prone areas or on unstable slopes, the inadequate maintenance of buildings, and a general absence of education sector policies and plans which explicitly address vulnerability risk reduction of the school plant. Over the last two decades, natural hazards have inflicted severe damage and losses to the education sector. For example, in 2004 Hurricane Ivan damaged 73 of 75 public schools in Grenada, resulting in delayed access to education services for more than 30,000 children. The January 12, 2010 earthquake in Haiti destroyed 4,000 schools, due largely to the absence of earthquake-resistant architecture. Ensuring school safety has therefore emerged as a key public policy issue for governments, given the critical role that the education sector plays in achieving the wider development objective of inclusive economic growth and social development. Moreover, many schools serve as emergency shelters as well as spaces for community activities.

1.03 At the international level, the challenge of operationalizing the concept of safe schools has been recognized as a priority and has been integrated into the Sendai Framework for Disaster Risk Reduction (DRR) 2015–2030. The Strategy places emphasis on integrating school safety in national DRR plans and strategies by 2020. A key mechanism for driving the strategy has been the establishment of a thematic working group that promotes initiatives to (i) build knowledge and awareness of hazard risks in the school curriculum, and (ii) strengthen disaster resilient public and private investments, through structural, non-structural means and functional disaster risk prevention and reduction measures in critical facilities, particularly schools and hospitals. As a complement to the Sendai Framework, the United Nations Office for DRR (UNISDR) coordinates a Worldwide Initiative for Safe Schools (WISS), a government-led global partnership for advancing safe schools. WISS was developed in collaboration with the Global Alliance on DRR Education and Resilience in the Education Sector (GADRRRES). GADRRRES comprises a range of UN bodies, international non-governmental organisations, and selected regional partners

working on DRR education and knowledge issues. Implementation of WISS at the national level, is based on three core pillars for a safe school; Safe Learning Facilities (disaster-resilient infrastructure), School Disaster Management, and DRR and Resilience Education.

1.04 The Caribbean Disaster Emergency Management Agency (CDEMA) is responsible for the coordination of disaster risk management (DRM) in the Caribbean Community (CARICOM). It has 18 Participating States (PS), all of which are BMCs of CDB. CDEMA has a three-tiered governance structure: The Council of Ministers, the Technical Advisory Committee and the Coordinating Unit. The Comprehensive Disaster Management (CDM) Strategy 2014-2024 coordinated by CDEMA provides the framework to build a safer, more resilient Caribbean through strengthening institutional arrangements, increasing and sustaining knowledge management and learning, improving effectiveness of CDM at sectoral levels, and building and sustaining capacity for a culture of safety and community resilience.

1.05 Under the CDM, CDEMA has identified the education sector as a priority for advancing DRM in the region. At the sub regional level, strengthening DRR and management measures, is reflected in one of the cross-cutting themes of the CDB-funded Organisation of Eastern Caribbean States (OECS) Education Sector Strategy (2012-2021). In keeping with the priority for building resilience in the education sector, CDEMA has developed the Model Safe School Programme (MSSP) toolkit, to assist its PS to create safer and greener educational facilities. The MSSP toolkit covers pre-primary to post-secondary institutions in the private and public sectors and was endorsed by the CDEMA Council of Ministers in 2015. It provides guidance for the development of a National Safe School Policy, and tools for assessing the level of safety and greenness of schools. The school assessment tools provide the basis for identifying deficiencies and making recommendations for the development and implementation of safety action plans, to bring schools into compliance with established standards for safety and greenness as outlined in the policy.

1.06 The MSSP was piloted in four schools in three countries within the Caribbean region during 2014–2015: Anguilla (two schools), Barbados and St. Vincent and the Grenadines. Activities included the structural/physical assessments and the development of safety action plans for each pilot school. Based on the assessment, areas for action were identified and work was undertaken to improve the level of safety of these schools. This included enhancement of evacuation routes and warning systems for evacuation. However, insufficient funding limited the full implementation of priority activities identified in the action plans. Nonetheless, the assessments provided the Ministries of Education with data to inform future decisions about maintenance, retrofitting; and disaster preparedness and response actions. The assessments also revealed that stakeholder engagement and involvement are critical to buy-in from key stakeholders, reduce delays in project implementation, to support participatory assessments and facilitate implementation of the action plans.

1.07 AS part of its continuing efforts to build resilience in the education sector, CDEMA in collaboration with UNISDR, OECS and other regional partners have joined forces to implement the Caribbean Safe School Initiative (CSSI). The CSSI provides the framework under which the Caribbean will implement WISS, with funding from the Austrian Development Agency. A UNISDR led project “Strengthening Regional DRR Strategies and Capacities for Resilience in the Caribbean” commenced in 2016 and has supported a range of promotional activities, including a Caribbean Safe School Ministerial Forum. In April 2017, as part of this initiative, authorities from

12 Ministries of Education, including 10 BMCs, signed the Antigua and Barbuda Declaration on School Safety in the Caribbean and drafted a Regional Roadmap for School Safety. The Declaration embraces the MSSP as a recognized approach to reducing a range of risks including natural hazards in the education sector. As a key implementing partner of the UNISDR led project, CDEMA will apply the MSSP approach and coordinate vulnerability assessments in the 18 schools in 6BMCs: Antigua and Barbuda, Guyana, Montserrat, St. Kitts and Nevis, St. Lucia and Turks and Caicos Islands.

1.08 In April 2016, the World Bank (WB) launched a safe schools project in Jamaica titled “Developing Disaster Risk Management Strategy in Jamaica’s Education Sector”. Under the project, structural assessments of 950 primary and secondary schools will be undertaken beginning June 2017. In collaboration with the University of Technology’s Faculty of the Built Environment (School of Building and Land Management), a specialized course is being developed for conducting physical assessment of schools in respect of vulnerability to flood, hurricanes, seismic and landslide risks using a standardized assessment template. Students from the Faculty will be trained to conduct physical assessment of schools and will also serve as assessors under the WB project.

1.09 In furtherance of the objectives of the Antigua and Barbuda Declaration on School Safety in the Caribbean, CDEMA has requested support from CDB for a Technical Assistance grant to:

- a) Convert the paper-based MSSP tool-kit to an electronic format that will allow for data collection, storage, analysis and reporting of the risk data;
- b) Elaborate and enhance the building condition assessment element of the MSSP tool-kit;
- c) “Scale up” the adoption of the MSSP tool-kit with implementation of MSSP activities in six BMCs: Antigua and Barbuda, Barbados, Dominica, St. Kitts and Nevis, St. Lucia, and St. Vincent and the Grenadines; and
- d) Assess schools in Barbados and St. Vincent and the Grenadines using the enhanced Building Condition assessment tool which were completed under the original CDEMA pilot project.

1.10 The proposed TA has been designed to advance the school safety agenda by building on existing initiatives in BMCs.

2. OBJECTIVES

2.01 The primary responsibility of the Project Coordinator (PC) is to give technical and administrative oversight for the project to ensure that project objectives are achieved.

3. SCOPE OF WORK

3.01 The PC will be directly responsible for coordinating the execution of all project activities and ensuring project technical supervision and quality of deliverables.

3.02 Specific duties and responsibilities of the PC will include, but not be limited to:

-
- (a) preparing project implementation reports and reviewing other technical documents related to the project;
 - (b) updating the Procurement Plan as necessary and at least annually;
 - (c) managing the selection and engagement of consultants and contractors, and the procurement of materials, goods and services;
 - (d) monitoring the execution of deliverables by the consultant(s) and proposing contract amendments where necessary;
 - (e) ensuring timely and quality deliverables;
 - (f) collecting data on the performance indicators in the design monitoring framework (DMF);
 - (g) liaising with CDB Project Management Unit on all technical, administrative and financial aspects of the project;
 - (h) coordinating production of various communication and visibility materials, as required;
 - (i) preparing and submitting progress reports to CDB; and
 - (j) executing any other tasks as assigned by CDEMA to facilitate the successful completion of the project.

4. QUALIFICATIONS AND EXPERIENCE

4.01 The PC must have recognised credentials (Master's degree or Project Management Professional) in Project Management or related field, and at least five years demonstrated experience in a disaster management agency or similar organisation.

4.02 The PC shall also possess:

- (a) project management certification or demonstrated experience in project management;
- (b) specific experience in the Caribbean region, particularly in implementing multi-stakeholder regional projects;
- (c) good understanding of the environmental challenges in the Small Islands Developing States;
- (d) strong communication skills and ability to manage stakeholder interests; and
- (e) a good command of the English language and the ability to clearly express ideas in writing.

5. REPORTING REQUIREMENTS AND DELIVERABLES

5.01. The PC will be required to provide the following reports and deliverables to CDB:

- (a) Inception Report within two weeks of the signing of the Grant Agreement and a revised implementation schedule, including a detailed plan for data gathering, data analysis, and validation workshops;
- (b) quarterly Progress Reports including data on the performance indicators in the DMF for the duration of the assignment; and
- (c) the Final Report within one month following the submission of the last quarterly Progress Report.

6. DURATION

6.01. The duration of this assignment is 24 months.